

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

**1. MEF & LOCATION:** \_\_\_\_\_

**2. WEEK OF:** \_\_\_\_\_

**3. EQUIPMENT SERVICED:**

DATE	UNIT(s) VISITED	UNIT POC	# OF ASSETS SERVICED
(A)	(B)	(C)	(D)
TOTAL			(E)

**4. CPC(S) APPLIED/USED:**

CPC PRODUCT NAME	QTY O/H	QTY USED	SITE SUPERVISOR
(A)	(B)	(C)	(D)

**5. UNIT SERVICING INFORMATION:**

(a.) **Completed Unit(s) During This Period:** Example: M13210, 2ND BN, 4TH MAR completed 03 Feb 2014 (North CST/Team A).

(b.) **Next Scheduled Unit:** Example: M21300, 7TH ESB scheduled for 04 Feb 2014 or M21300, 7TH ESB scheduled for 04 Feb 2014 (North CST/Team A).

**6. PROBLEMS ENCOUNTERED:** Example: Rain for three days, which affected our ability to service assets, or shortage of 3 Team Members.

(NOTE: Do not include comments in Item 6 that are required in Item 9 "Additional Comments".)

**7. SURFACE PREPARATION AND TOUCH-UP PROCEDURES:** were completed on \_\_\_\_\_ assets and \_\_\_\_\_ assets were returned to a category 1 condition this week.

(a.) **Category 1 Serial Number(s) are:** xxxxxx, xxx, xxxx, xxx

(b.) **Serial Number(s) of Items Not Returned to Category 1:** xxxxxx, xxx, xxxx, xxx

(c.) **Stenciling/Remarking of identification markings was completed on \_\_\_\_\_ assets per unit's request.**

**8. WEEKLY TRAINING:**

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

DATE:	LENGTH:	TOPIC/CPAC LESSON #:	INSTRUCTOR:

**9. ADDITIONAL COMMENTS NOT ALREADY COVERED:** See instructions for sample comments that are required for each section on the report. (\*)

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

**Purpose:** To provide information weekly to the CPAC Program Office and supported MEF.

**Preparation Instructions:** Complete blocks as listed below.

**1. MEF & LOCATION:** Provide the MEF and Location, (i.e., II MEF Camp Lejeune, MARFORRES Fort Worth or Atlanta). Mobile Corrosion Repair Facility Teams will include “/MCRF”, (i.e. MARFORRES Erie, PA/MCRF).

**2. WEEK OF:** Provide the period covered, (i.e., 03-07 Feb 2014).

**3. EQUIPMENT SERVICED:**

(A) **DATE:** Enter day and month, (i.e., 03 Feb).

(B) **UNIT VISITED:** Enter the unit name, (i.e., 26TH MEU). If more than one unit is serviced (26TH MEU/CRF).

(C) **UNIT POC:** Enter the unit point of contact.

(D) **# OF ASSETS SERVICED:** Indicate the total number of assets serviced for that day. Service is defined as CPC application, Surface Prep, Touch-Up, and assessment completed. If multiple units are identified in Item 3 (B), indicate total number of assets serviced for that day in the following manner (11/45). Additional comments, including day of week and reason are required when major fluctuations occur in daily productivity levels both high and low.

(E) **TOTAL:** Enter the total number of assets for the period covered on the report.

**4. CPC(S) APPLIED/USED:**

(A) **CPC PRODUCT NAME:** No input required. The products are updated by the Program Office to ensure consistency across all teams. If changes are required, forward them to the Program Office.

(B) **QUANTITY ON HAND:** Using the ( ) provided, enter the amount of CPC products on hand. Do not report partial quantities.

(C) **QUANTITY USED:** Using the ( ) provided, enter the amount of CPC products used during the reported period. Do not report partial usage.

(D) **SITE SUPERVISOR:** Provide site supervisor’s name. If this is anyone besides the assigned CST Lead/MCRF Site Manager it must be identified under additional comments.

**5. UNIT SERVICING INFORMATION:**

(a) **Completed Unit(s) During This period:** Provide AACs, unit names and dates of any units that were completed during this reporting period. (i.e. M13210, 2ND BN, 4TH MAR completed 03 Feb 2014). If no unit/s was completed during this period then indicate NONE.

(b) **Next Scheduled Unit:** Provide AAC, unit name and tentative start date for next unit scheduled (i.e. M21300, 7TH ESB scheduled for 04 Feb 2014). Additionally large teams need to break out

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

which assigned group within the CST is scheduled to service the unit (i.e., M21300, 7TH ESB scheduled for 04 Feb 2014 (North/South CST or Team A/Team B).

- 6. PROBLEMS ENCOUNTERED:** Identify problems encountered during this period including equipment, personnel, unit support, weather, etc. If none indicate: NONE.
- 7. SURFACE PREPARATION AND TOUCH-UP PROCEDURES:** Identify the number of assets that surface preparation and touch-up procedures were completed on during the week, and identify the number of assets returned to a category 1 condition in the appropriate block. If “0” is indicated in either block comments are required in ITEM 9: “ADDITIONAL COMMENTS” (example bullets provided).
- (a) **Category 1 Serial Number(s) are:** Provide the serial numbers for the assets returned to Category 1 condition from item 7 above. If none indicate: NONE
- (b) **Serial Number(s) of Assets Not Returned to Category 1:** Provide the serial numbers for the assets not returned to category 1 from item 7 above. If serial numbers are listed, then additional comments are required in ITEM 9 (example bullets provided). If none indicate: NONE
- (c.) **Stenciling/Remarking of identification markings was completed on \_\_\_\_\_ assets per unit’s request.** Provide total number of assets that were stenciled or remarked by the CST at the unit’s request during this period. (**NOTE:** These numbers will not be included in item 7a and 7b.)

- \* **NOTE:** The Team Lead’s priority of work for Surface Preparation and Touch-Up shall be:
- (1) CCC 2 assets that require surface prep and touch-up only and can be returned to CCC 1.
  - (2) CCC 2 assets that require surface prep and touch-up but cannot become CCC 1.
  - (3) CCC 3 assets that require surface prep and touch-up to prevent further deterioration.
  - (4) CCC 4 assets that require surface prep and touch-up to prevent further deterioration.

- 8. WEEKLY TRAINING:** Complete the blocks provided for the scheduled weekly training.
- If training is not completed additional comments are required in ITEM 9.
  - “Hip Pocket” style training should be discussed in Item 9: “ADDITIONAL COMMENTS”.
  - Training reported in BLOCK 8 should be scheduled on the quarterly/annual training plans.

- 9. ADDITIONAL COMMENTS NOT ALREADY COVERED:** Enter the **required bullets** for each section listed below first, and then enter any **additional comment(s)** that should be provided which are not already covered. Provide additional comments in Bullet Format using the examples below in the following order (i.e., Item 3 Required Bullets, then Item 4 Required Bullets, etc.): (\*)

**ITEM 3 REQUIRED BULLETS:**

- Zero (0) indicated on Friday due to... (Provide reason for indicating zero i.e. inclement weather and no work by team, travel day, etc.)
- Serviced \_\_\_\_ assets at the CRF / Mobile CRF which are now Category 1 assets
- Serviced \_\_\_\_ assets at the CRF / Mobile CRF that did not meet Category 1 condition, due to other organizational level requirements
- \_\_\_\_ assets partially serviced but not completed and will be rolled into next week’s totals if completed.

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

- \_\_\_\_ assets serviced but not assessed because they are either components or assets that are not in the Marine Corps inventory and the unit cannot provide the equipment data.
- Zero (0) assets reported as serviced on Monday, Tuesday and Wednesday by the Mobile CRF, however \_\_\_\_ assets arrived and were accepted. These assets will be reported once service is completed. Of the \_\_\_\_ assets accepted this week:
  - \_\_\_\_ assets were category 1 or 2 for undercoating/bedliner.
  - \_\_\_\_ assets were category 3 or 4.
  - There is currently a total of \_\_\_\_ asset(s) in-process at this MCRF site.
- \_\_\_\_ Assets assessed only as requested and approved by the CPAC Program Office.
- Location and types/size of equipment (AAV, LVS, Engr Equip, etc.) serviced affected the team's production rate on Monday.
- \_\_\_\_ assets were serviced from "Insert Unit Name" which were not scheduled but approved by the CPAC Program Office.
- The CST is currently relocated to (e.g. Camp Pendleton) to service units scheduled by the FSR and approved by the CPAC Program Office.

**\*NOTE:** The following two bullets relate to a large team which is organized into two smaller teams, servicing separate units and are required to report the quantity of assets serviced for the period by the individual teams. (\*)

- The (e.g., CAMP PENDLETON CST) is a large team broken into two smaller teams, and during this period:
  - \_\_\_\_ assets were serviced by \_\_\_\_\_(e.g., North Team/Team A).
  - \_\_\_\_ assets were serviced by \_\_\_\_\_(e.g., South Team/Team B).

**ITEM 4 REQUIRED BULLETS:**

- The O/H QTY of (e.g. T-32) is currently 0 GAL with (e.g. 32 GAL) On Order as of (e.g. 27 Jan 2014) and an Expected Delivery Date of (e.g. 3 Feb 2014).  
(NOTE: The above bullet is required anytime a CPC identified under Item #4 is reported with an O/H QTY of zero (0) with the exception of the Mobile CRF Paint Kit for the CSTs)

**ITEM 7 REQUIRED BULLETS:**

- No surface prep or touch-up completed this week due to...(Provide reason for indicating none).
- \_\_\_\_ item(s) not returned to Category 1 this week from "ITEM 7" because of additional Category 2 requirements that must be completed by the owning unit
- \_\_\_\_ item(s) not returned to Category 1 this week from "ITEM 7" due to category 3 or 4 repairs required.

**ITEM 8 REQUIRED BULLETS:**

- If no training was reported in block 8 state the reason for not completing the weekly training.  
(NOTE: Prior approval must be obtained from CPAC Program Office via local FSR and stated in bullet)
- Conducted "HIP POCKET TRAINING" on:
  - Corrosion assessment procedures and the importance of accurate data reporting
  - Review of CPAC Policy Clarification Letter 1-06 with the team members
  - Review of proper procedures for input of serial numbers with team members
  - Review of Chapter 6 in TM 4795-OR/1A with team members

**INSTRUCTIONS TO COMPLETE CPAC FORM 3  
(CORROSION SERVICE TEAM AFTER-ACTION REPORT)**

- Errors noted during the weekly verification and validation process with all team members.  
**(Required if any corrections are submitted as part of weekly info query to Program Office)**

(NOTE: Hip pocket training will be conducted and reported concerning all information distributed by the CPAC Program Office)

**ITEM 9 ADDITIONAL COMMENTS NOT ALREADY COVERED BUT REQUIRED:**

- \_\_\_\_ Man hour(s) reported completing preventive maintenance on Service Team Equipment.
- \_\_\_\_ Man hour(s) reported to install/repair, i.e. gun maintenance (identify item).
- \_\_\_\_ Man hour(s) reported to conduct inventory of service team equipment and materials.
- \_\_\_\_ (Provide Equipment Nomenclature) were serviced but not assessed as requested by the unit and approved by the CPAC Program Office.
- \_\_\_\_ asset(s) currently identified on the CRF/CST “Do Not Service” list were serviced as approved by the CPAC Program Office.
- The site set-up requirements outlined in Para 4.4 of the MCRF SOW are complete and work commenced on DD/MM/YYYY.
- Per CPAC Policy Clarification Letter 2-10, \_\_\_\_ of the \_\_\_\_ assets currently on the marked-up unit report requiring assessment/reassessment have been completed as of 27 Jan 2014 by the MCRF.
- MARFORRES (FTW or ATL) CST on scheduled break from (e.g. 27 Jan 14) to (e.g. 7 Feb 14). (NOTE: This will be included on the final weekly report prior to commencement of the scheduled break.)

**\*NOTE:** The following two bullets relate to the MARFORRES CSTs only and pertain to the observation of team members conducting corrosion assessments when a CPAC Quality Assurance Representative is not present on site with the team during the reporting period.

**If no discrepancies are noted the following bullet will be used:**

- Team Lead/Assistant Team Lead observed \_\_\_\_ CST members conducting corrosion assessments throughout the week without any noted discrepancies.

**Or**

**If discrepancies are noted the following bullet will be used:**

- Team Lead/Assistant Team Lead observed \_\_\_\_ CST member(s) conducting corrosion assessments with noted discrepancies by \_\_\_\_ CST member(s) (provide CST member names). Hip pocket training was provided on the \_\_\_\_\_, \_\_\_\_\_ (e.g., collection of miles/hours, use of data plate, etc.) for these/this team member to correct the inaccurate data collection practices observed.

**ADDITIONAL COMMENTS NOT ALREADY COVERED:**

- Provide additional information/comments on the level of effort provided by the CST/MCRF during the week that is not already addressed in another section on this report.